

**NEW HORIZON ACADEMY**  
**PARENTAL AUTHORIZATION FOR DISPLAYED PERSONAL INFORMATION AND PHOTO**

At times, New Horizon Academy will post select personal information and images about the children in the classroom. Examples of this may include any allergy information, medication information, and date of birth. Please sign and check the boxes below indicating your authorization for this information to be posted for your child.

- ☐ Allergy Information
- ☐ Special Food Needs/Food Preference
- ☐ Medication Information
- ☐ Date of Birth

*Child's Name (First, Middle, and Last) & Date of Birth*

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<i>Signature of Parent/Guardian</i>	<i>Date</i>
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# **NEW HORIZON ACADEMY-KANSAS SCHOOLS**

## **MANDATED REPORTING POLICIES FOR PARENTS**

### **Who Should Report Child Abuse and Neglect**

- Any person may voluntarily report abuse or neglect.
- If you work with children in a licensed facility, you are legally required or mandated to report and cannot shift the responsibility of reporting to your supervisor or to anyone else at your licensed facility. If you know or have reason to believe a child is being or has been neglected or physically or sexually abused within the preceding three years, you must immediately (within 24 hours) make a report to an outside agency.

### **Where to Report**

- If you know or suspect that a child is in immediate danger, call 911.
- All reports concerning suspected abuse or neglect of children occurring in a licensed facility should be made to the Department of Health and Environment at 785-296-1270.
- Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community should be made to the Kansas Protection Report Center by calling 1-800-922-5330.
- If your report does not involve possible abuse or neglect, but does involve possible violations of Kansas Statutes or Rules that govern the facility, you should call the Department of Health and Environment at 785-296-1270.

### **What to Report**

- Definitions of abuse and neglect are contained in the Kansas Code section 38-2202.
- A report to either of the above agencies should contain enough information to identify the child involved, any persons responsible for the abuse or neglect (if known), and the nature and extent of the maltreatment. Reported information should include:
  - The name and address of the child, the child's parents or other individuals responsible for the child's care.
  - The child's location.
  - The child's condition, including the nature and extent of the child's injury.
  - Whether the alleged perpetrator has access to the child.
  - Any other information that the reporter believes might be helpful in documenting the cause of injury or the extent to which the child might be in danger.

For reports concerning suspected abuse or neglect occurring within a licensed facility, the report should include any actions taken by the facility in response to the incident.

- Mandated reporters may access the online report by visiting the DCF website at <http://www.dcf.ks.gov>, select "Report Abuse" under the list of "Quick Links" right of screen. On the Report Abuse page, click on the link "Mandatory Reporters Online Report Form".

### **Failure to Report**

A mandated reporter who knows or has reason to believe a child is or has been neglected or physically or sexually abused and fails to report is guilty of a misdemeanor that could result in a \$1,000 fine.

### **Retaliation Prohibited**

An employer of any mandated reporter shall not retaliate against the mandated reporter for reports made in good faith or against a child with respect to whom the report is made. The Reporting of

Maltreatment of Minors Act contains specific provisions regarding civil actions that can be initiated by mandated reporters who believe that retaliation has occurred.

### **Confidentiality**

New Horizon Academy considers confidentiality regarding families and center activities a mandatory function of our profession. Employees are instructed to treat all such information as confidential and agree not to divulge this confidential information to unauthorized individuals. Discussion of confidential information regarding suspected abuse or neglect involving families or personnel with unauthorized individuals will be subject to disciplinary action.

In the case that you suspect a co-worker of in-center abuse, then you must call the in-center maltreatment phone number which is posted by each phone. It is strongly suggested that you inform the director and/or area director or district manager of the center immediately.

### **Internal Review**

When the facility has reason to know that an internal or external report of alleged or suspected maltreatment has been made, the facility must complete an internal review within 30 calendar days and take corrective action, if necessary, to protect the health and safety of children in care. The internal review must include an evaluation of whether:

- (i) related policies and procedures were followed;
- (ii) the policies and procedures were adequate;
- (iii) there is a need for additional staff training;
- (iv) the reported event is similar to past events with the children or the services involved; and
- (v) there is a need for corrective action by the license holder to protect the health and safety of children in care.

### **Primary and Secondary Person or Position to Ensure Internal Reviews Are Completed**

The internal review will be completed by the director. If this individual is involved in the alleged or suspected maltreatment, the Area Director will be responsible for completing the internal review.

### **Corrective Action Plan**

Based on the results of the internal review, the license holder must develop, document, and implement a corrective action plan designed to correct current lapses and prevent future lapses in performance by individuals or the license holder, if any.

### **Staff Training**

The license holder must provide training to all staff related to the mandated reporting responsibilities as specified in the Reporting of Maltreatment of Minors Act. The license holder must document the provision of this training in individual personnel records, monitor implementation by staff, and ensure that the policy is readily accessible to staff.

**The mandated reporting policy must be provided to parents of all children at the time of enrollment in the child care program and must be made available upon request.**